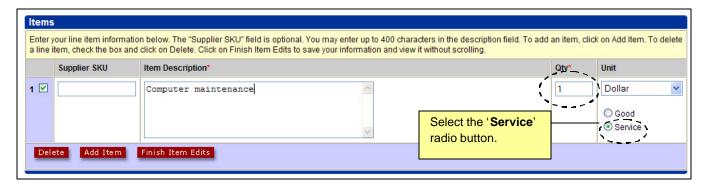


Service eQuotes

Users with eQuote permissions within the NC E-Procurement Service can now create eQuotes for services. When entering eQuote line item information, users will now see a Good/Service indicator. Changing this field to indicate the item is a service line item will communicate the proper information to the vendor and NC E-Procurement.



- 1. Create an eRequisition and click the 'eQuote' button on the 'Add Items' page.
- 2. Enter the eQuote line item description and set 'Qty' to 1.
- 3. Using the 'Unit' drop down menu, select either 'Dollar' or 'Hour' depending on the type of service.

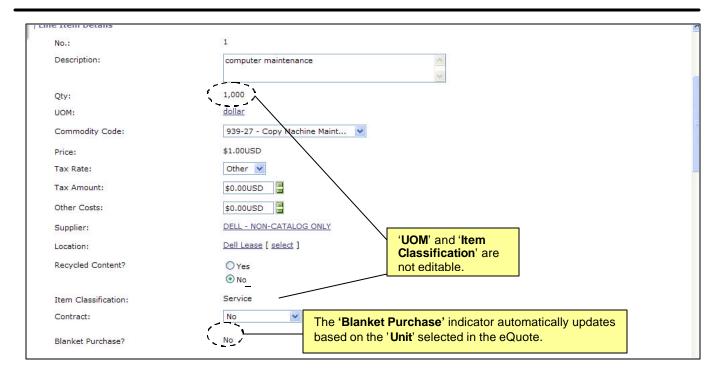
Note: 'Dollar' should be selected for non-blanket services. 'Hour' should be selected for blanket services.

4. Click the 'Service' radio button.

Note: An error message will display if the 'Service' radio button is selected and the 'Unit' field is not set to 'Dollar' or 'Hour'.

5. Complete the remaining eQuote steps and click 'Submit'.





6. Once the eQuote is awarded, click 'Edit' next to the eQuote line item.

Note: The 'UOM', 'Item Classification' and 'Blanket Purchase' fields are not editable.

Note: For NCAS Users when the eQuote service is awarded, price is set to \$1 and quantity to the dollar value indicated in the supplier's eQuote response.